



**GUIDE ON NEW APPLICATIONS AND
RENEWAL OF CERTIFICATE OF APPROVAL**

**Assemblers, Manufacturers or Importers of
Gas Fittings, Gas Appliances and Equipment
&
Gas Fittings, Gas Appliances and Equipment**

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**Assemblers, Manufacturers or Importers of
Gas Fittings, Gas Appliances and Equipment**

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GUIDE ON NEW APPLICATIONS AND RENEWAL OF CERTIFICATE OF APPROVAL FOR ASSEMBLERS, MANUFACTURERS OR IMPORTERS OF GAS FITTINGS, GAS APPLIANCES AND EQUIPMENT PURSUANT TO REGULATION 116 OF THE GAS SUPPLY REGULATIONS 1997

1.0 BACKGROUND AND OBJECTIVE

The objective for the issuance of the Certificate of Approval pursuant to Regulation 116 of the Gas Supply Regulations 1997 (“R116 COA”) is to ensure that all activities to assemble, manufacture or import any gas fittings, gas appliances or equipment meets the specified safety requirements. By complying with the specified minimum requirements risk of accidents such as leakage, explosion and other hazards which could result injuries or death to humans and or damages to properties can be minimized or avoided.

These booklet were prepared to assist assemblers, manufacturers and importers in understanding and fulfilling the requirements and procedures for obtaining the R116 COA.

2.0 DEFINITIONS AND INTERPRETATION

Unless expressly indicated to the contrary or unless the context otherwise requires, terms adopted and used in these guidelines shall bear the same meaning as they are defined in the Gas Supply Act 1993 and/or the Gas Supply Regulations 1997, as amended from time to time.

3.0 CLIENT CHARTER

3.1 PROCESSING TIME FOR ISSUANCE OF CERTIFICATE OF APPROVAL

The processing time to issue a R116 COA is five (5) working days from the date of the submission of the application, on the assumption and basis that the documentation submitted is complete to the satisfaction of the Commission.

3.2 PROCESSING TIME FOR RENEWING CERTIFICATE OF APPROVAL

The processing time to renew a R116 COA is one (1) working day from the date of the submission of the application, on the assumption and basis that the documentation submitted is complete to the satisfaction of the Commission.

4.0 VALIDITY OF CERTIFICATE OF APPROVAL

The R116 COA shall be valid for a period of twelve (12) months from the date of issuance stated in the certificate.

5.0 RENEWAL OF CERTIFICATE OF APPROVAL

An application to renew a R116 COA must be submitted not later than two (2) months before the date of its expiry. Any applications sent after that shall need to be submitted as a new application for a R116 COA.

6.0 FEES FOR ISSUANCE OF CERTIFICATE OF APPROVAL

The fees for the issuance and renewal of a R116 COA are as follows:

		Issuance Fee RM	Renewal Fee per annum RM
(a)	Manufacturer / Assembler	500.00	250.00
(b)	Importer	800.00	400.00

Source : Paragraph 8, Part II of the Third Schedule, Gas Supply Regulations 1997

7.0 NEW APPLICATION OF CERTIFICATE OF APPROVAL

7.1 APPLICATION PROCEDURE

- 7.1.1 Applicants need to register at *Online Application System* (OAS) website <http://oas.st.gov.my/> to proceed with this application.
- 7.1.2 Applicants must then login and fill in the JG6 form online.
- 7.1.3 Any form or documents submitted in support of an application must be valid for a period longer than the validity period of certificate applied for.

7.2 DOCUMENTS REQUIRED

- 7.2.1 Relevant registration documents of the company, which is either:
 - (a) business registration documents with the Companies Commission of Malaysia under the Registration Of Business

Act 1956, namely:

- (i) Certificate of Registration (Form D) and other business information;

or

- (b) company registration documents with the Companies Commission of Malaysia under the Companies Act 2016 (“CA 2016”), namely:
 - (i) Certificate of incorporation issued pursuant to Section 17 of the CA 2016.
 - (ii) Latest return of allotment of shares lodged pursuant to Section 77 of the CA 2016.
 - (iii) Latest updated information captured in the company’s register of directors, managers and secretaries kept pursuant to Section 57 of the CA 2016.
 - (iv) Latest annual return of the company lodged pursuant to Section 68 of the CA 2017 and, if applicable, a statement lodged pursuant to Section 68(6).

or

- (c) any other registration accepted by the Commission.

- 7.2.2 The company’s profile which includes:
 - (a) a description of the nature of business of the company, products or services offered.
 - (b) organization chart which includes particulars of employees with relevant technical expertise.
 - (c) the type of products manufactured, assembled or imported, as the case may be, and a list of the customers to which these products are supplied or sold to.
 - (d) registration with other related agencies (if any).
- 7.2.3 For a company which is a manufacturer or assembler:
 - (a) A copy of the company’s quality control procedures / system for manufacturing / assembly line.
 - (b) A copy of a valid QAS / ISO certificate (if any) which was produced by SIRIM or other bodies recognized by the Commission.
- 7.2.4 For a company which is an importer:
 - A copy of valid ISO / API certificate (if any) from principal manufacturer from overseas.
- 7.2.5 Any other documents as may be requested by the Commission from time to time, including during the process of the application.

Note: All documents must be certified as true copies complete with signature of the company's authorised representative and company's stamp. Applicants also need to submit a hardcopy of the JG6 form together with all the documents required within 30 days from the date of the online application submitted to the Commission.

8.0 RENEWAL APPLICATION OF CERTIFICATE OF APPROVAL

8.1 APPLICATION PROCEDURE

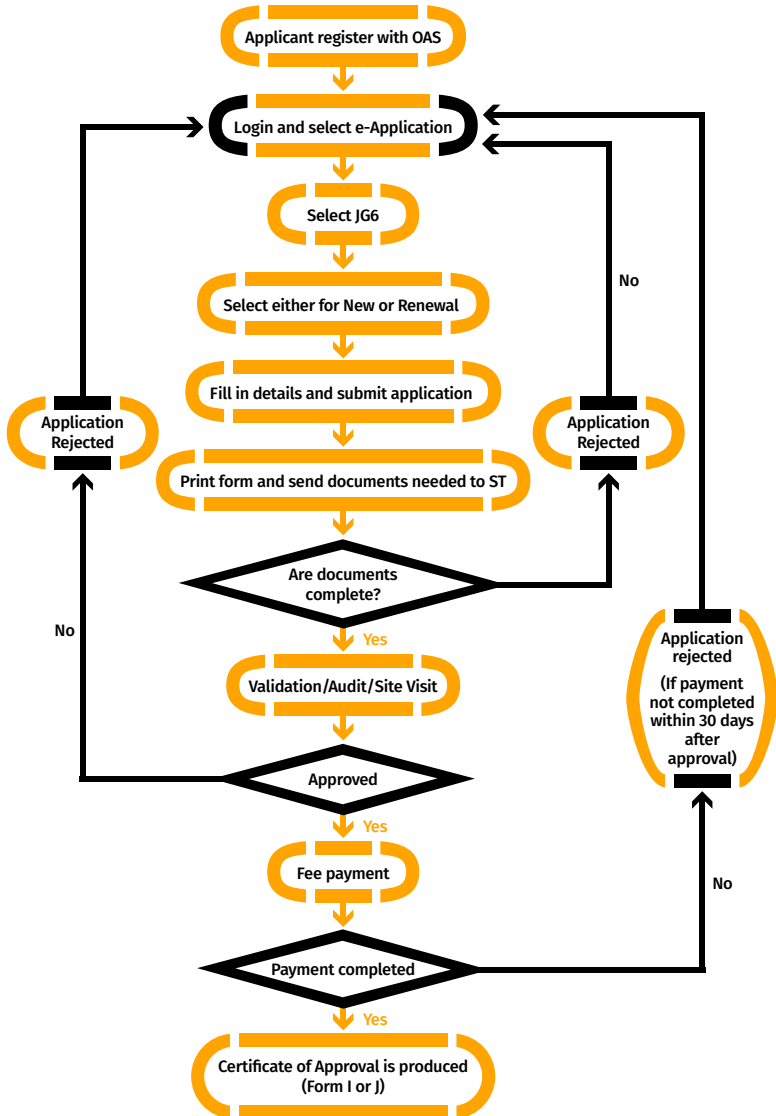
- 8.1.1 Applicants need to register at *Online Application System (OAS)* website <http://oas.st.gov.my/> to proceed with this application.
- 8.1.2 Any form or documents submitted in support of an application must be valid for a period longer than the validity period of certificate applied for.

8.2 DOCUMENTS REQUIRED

- 8.2.1 A copy of the latest R116 COA which needs renewal; and,
- 8.2.2 A statement signed by an authorised representative of the company stating that all documents and information submitted during the new application stage remain unchanged or unreplaced, or, if any documents or information submitted during the new application stage have changed or been replaced, a copy of the changed or replaced document or updated information.
- 8.2.3 Any other documents as may be requested by the Commission from time to time, including during the process of the application.

Note: All documents must be certified as true copies complete with signature of the company's authorised representative and company's stamp. Applicants also need to submit a hardcopy of the JG6 form together with all the documents required within 30 days from the date of the online application submitted to the Commission.

FLOW CHART OF GUIDE ON NEW APPLICATIONS AND RENEWAL OF CERTIFICATE OF APPROVAL FOR ASSEMBLERS, MANUFACTURERS OR IMPORTERS OF GAS FITTINGS, GAS APPLIANCES AND EQUIPMENT PERSUANT TO REGULATION 116 OF THE GAS SUPPLY REGULATIONS 1997





**GUIDE ON NEW APPLICATIONS AND
RENEWAL OF CERTIFICATE OF APPROVAL**

Gas Fittings, Gas Appliances and Equipment

GUIDE ON NEW APPLICATIONS AND RENEWAL OF CERTIFICATE OF APPROVAL FOR GAS FITTINGS, GAS APPLIANCES AND EQUIPMENTS PURSUANT TO REGULATION 117 OF THE GAS SUPPLY REGULATIONS 1997

1.0 BACKGROUND AND OBJECTIVE

The objective for the issuance of the Certificate of Approval pursuant to Regulation 117 of the Gas Supply Regulations 1997 ("R117 COA") is to ensure that all gas fittings, gas appliances or equipment assembled, manufactured, imported, sold or used has been tested, certified and approved by the Government or its agent or a person accredited by the Government, and meets the specified safety requirements.

These booklet were prepared to assist assemblers, manufacturers and importers who have been approved under Regulation 116 of the Gas Supply Regulations 1997 to then obtain the certificate of approval for such gas fittings, gas appliances and equipment. Applicants are required to obtain the Certificate of Approval under Regulation 116 before they can proceed with the application under Regulation 117.

2.0 DEFINITIONS AND INTERPRETATION

Unless expressly indicated to the contrary or unless the context otherwise requires, terms adopted and used in these guidelines shall bear the same meaning as they are defined in the Gas Supply Act 1993 and/or the Gas Supply Regulations 1997, as amended from time to time.

3.0 CLIENT CHARTER

3.1 PROCESSING TIME FOR ISSUANCE OF CERTIFICATE OF APPROVAL

The processing time to issue a R117 COA is five (5) working days from the date of the submission of the application, on the assumption and basis that the documentation submitted is complete to the satisfaction of the Commission.

3.2 PROCESSING TIME FOR RENEWING CERTIFICATE OF APPROVAL

The processing time to renew a R117 COA is one (1) working day from the date of the submission of the application, on the assumption and basis that the documentation submitted is complete to the satisfaction of the Commission.

4.0 VALIDITY OF CERTIFICATE OF APPROVAL

The R117 COA shall be valid for a period of twelve (12) months from the date of issuance stated in the certificate.

5.0 RENEWAL OF CERTIFICATE OF APPROVAL

An application to renew a R117 COA must be submitted not later than two (2) months before the date of its expiry. Any applications sent after that shall need to be submitted as a new application for a R117 COA.

6.0 FEES FOR ISSUANCE OF CERTIFICATE OF APPROVAL

The fees for the issuance and renewal of a R117 COA are as follows:

		Issuance Fee RM	Renewal Fee per annum RM
(a)	Gas Fittings	100.00	100.00
(b)	Gas Equipment	200.00	200.00
(c)	Gas Appliance	110.00	110.00

Source : Paragraph 9, Part II of the Third Schedule, Gas Supply Regulations 1997

7.0 NEW APPLICATION OF CERTIFICATE OF APPROVAL

7.1 APPLICATION PROCEDURE

- 7.1.1 Applicants are required to obtain and hold a valid Certificate of Approval pursuant to Regulation 116 of the Gas Supply Regulations 1997 before they can proceed with this application.
- 7.1.2 Applicants need to register at *Online Application System (OAS)* website <http://oas.st.gov.my/> to proceed with this application.
- 7.1.3 Applicants must then login and fill in the JG7 form online.
- 7.1.4 Any form or documents submitted in support of an application must be valid for a period longer than the validity period of certificate applied for.

7.2 DOCUMENTS REQUIRED

- 7.2.1 A copy of all relevant appointment, authorization, confirmation etc. letter issued by the party manufacturing the gas fitting, gas appliance or equipment being the subject matter of the R117 COA application to the applicant.
- 7.2.2 Technical documents as follows:
 - (a) Schematic drawings or photos and technical specifications of the gas fitting, gas appliance or equipment; and
 - (b) Operating manual of the gas fitting, gas appliance or equipment.
- 7.2.3 A copy of a valid test report produced by:
 - (a) SIRIM Berhad; or
 - (b) Laboratories which are members of the International Laboratory Accreditation Corporation (ILAC); or
 - (c) A testing body recognized by the Commission; or
 - (d) A third-party testing body accredited by the Department of Occupational Safety and Health (DOSH).
- 7.2.4 For gas fittings, gas appliances or equipment that are used for weights and measures for trade purposes, applicants need to submit a copy of a valid certificate of approval issued by the National Metrology Institute of Malaysia (NMIM).
- 7.2.5 Any other documents as may be requested by the Commission from time to time, including during the process of the application.

Note: All documents must be certified as true copies complete with signature and company's stamp. Applicants also need to submit a hardcopy of the JG7 form together with all the documents required within 30 days from the date of the online application submitted to the Commission.

8.0 RENEWAL APPLICATION OF CERTIFICATE OF APPROVAL

8.1 APPLICATION PROCEDURE

- 8.1.1 Applicants need to ensure that the R116 COA is still valid before submitting a R117 COA renewal application to the Commission.
- 8.1.2 Applicants need to register at *Online Application System* (OAS) website <http://oas.st.gov.my/> to proceed with this application.
- 8.1.3 Applicants must then login and fill in the JG7 form online.

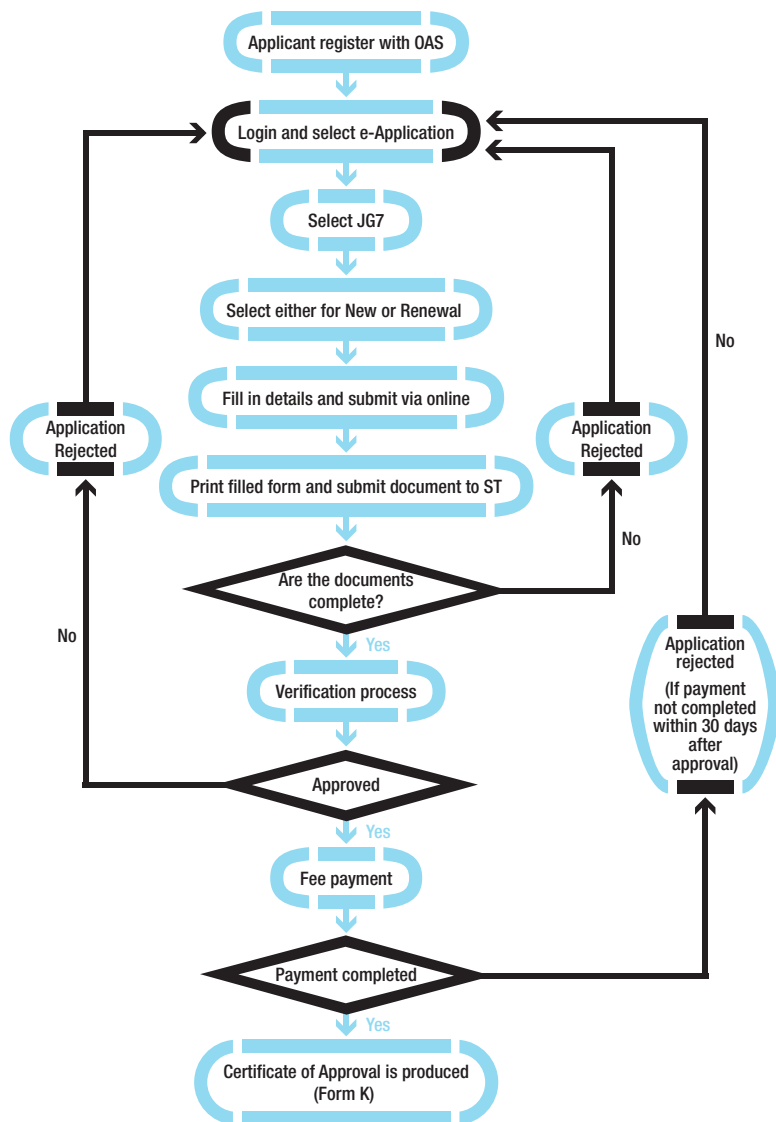
- 8.1.4 Any form or documents submitted in support of an application must be valid for a period longer than the validity period of certificate applied for.

8.2 DOCUMENTS REQUIRED

- 8.2.1 A copy of the latest R117 COA for the relevant gas fitting, gas appliance or equipment.
- 8.2.2 A copy of all relevant appointment, authorization, confirmation etc. letter issued by the party manufacturing the gas fitting, gas appliance or equipment being the subject matter of the R117 COA application to the applicant.
- 8.2.3 A copy of a valid test report produced by:
- (a) SIRIM Berhad; or
 - (b) Laboratories which are members of the International Laboratory Accreditation Corporation (ILAC); or
 - (c) A testing body recognized by the Commission; or
 - (d) A third-party testing body accredited by the Department of Occupational Safety and Health (DOSH).
- 8.2.4 For gas fittings, gas appliances or equipment that are used for weights and measures for trade purposes, applicants need to submit a copy of a valid certificate of approval issued by the National Metrology Institute of Malaysia (NMIM).
- 8.2.5 Any other documents as may be requested by the Commission from time to time, including during the process of the application.

Note: All documents must be certified as true copies complete with signature and company's stamp. Applicants also need to submit a hardcopy of the JG7 form together with all the documents required within 30 days from the date of the online application submitted to the Commission.

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